



INDIANA COMMISSION *for* HIGHER EDUCATION

Job Description for Academic Affairs Position: Director of Academic Programs

Employee Name:

Agency: Indiana Commission for Higher Education

Division: Academic Affairs

Job Title: SGB Professional

Working Title (if different from above):

Reports to: Senior Associate Commissioner and Chief Academic Officer

PLSA Status: Exempt

Purpose of Position/Summary:

Incumbent assists the academic affairs unit in carrying out selected statutory responsibilities of the Commission for Higher Education, which include but are not limited to: the development and implementation of policies related to certificate and degree programs, transfer of credit, dual credit, distance education, military credit, electronic transcripts, and competencies/learning outcomes; working with Indiana and out-of-state public, not-for-profit, and for-profit colleges and universities, as well as a variety of Indiana stakeholders; analyzing data; developing communication tools and strategies aimed at potential students and those who counsel students; and collaborating with other units of the Commission in carrying out these responsibilities.

Essential Duties/Responsibilities

Provide leadership for carrying out the statutory responsibilities related to the Statewide Transfer General Education Core (STGEC) and the Transfer Single Articulation Pathways (TSAPs)

Work with various leadership teams consisting of representatives from the colleges and universities, including the Statewide Transfer and Articulation Committee (STAC) and the state leadership teams for the STGEC and TSAPs

Provide leadership in carrying out Indiana's responsibilities related to state legislation on military credit and Indiana's participation in the Multi-State Collaborative on Military Credit (MCMC)

Assist in carrying out Indiana's responsibilities as a member of the Multi-State Collaborative To Advance Learning Outcomes Assessment (MSC) and other initiatives related to competencies and prior learning assessment

Analyze or help analyze data on a variety of topics, including transfer of credit, dual credit, and distance education



INDIANA COMMISSION *for* HIGHER EDUCATION

Undertake special analyses related to statutory responsibilities, such as the standard credit hour expectations for undergraduate programs

Assist in the review of new degree programs

Work with external bodies, both within and outside Indiana, in carrying out these responsibilities

Job Requirements

Work independently and prioritize among competing projects and deadlines

Collaborate with others on team projects

Show initiative in solving problems and carrying out activities

Possess good analytical skills

Communicate well on complex matters with diverse audiences

Master's degree

Experience in higher education preferred